



Maynard Place, Cuffley, Potters Bar, Herts. EN6 4JA  
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## Safety Information

***This document contains important safety and emergency advice for staff and hirers.  
Please take time to read and familiarise yourself with this information.***

### Fire Exits

You should familiarise yourself and your guests with the Fire Exits. It is strongly recommended that the escape routes are demonstrated to visitors at the start of each event. The four Fire Exits are:

- **At the front of the building:** via the foyer exiting into Maynard Place
- **At the rear of the building:** via the corridor exiting into the car park
- **In the Main Hall:** door to the left of the stage exiting via footpath to Station Road
- **On the Stage:** door at the back of the stage exiting into the car park

All escape routes are clearly identified by illuminated signs which will remain lit in the event of a power failure.

### In the Event of a Fire

- If you discover a fire, you should raise the alarm using the nearest **Manual Fire Call Point**.
- **Manual Fire Call Points** are located at each of the **Fire Exits** listed above.
- The fire alarm system is also equipped with smoke and heat detectors which will trigger the alarm automatically.
- The fire alarm is a **continuous electronic siren**.
- Dial 999 to call for assistance. A payphone is located in the foyer. Access to 999 does not require payment.
- Evacuate the building using the nearest **Fire Exit** and assemble at either of the **Fire Assembly Points**.
- **Fire Assembly Points** are located at **Maynard Place** at the front of the building, and the **car park** at the rear.
- **Fire Extinguishers** are located throughout the building. **You should only tackle any fire yourself if you feel able to do so using the equipment provided, and without endangering yourself and others.**

### Power Failure

Emergency lighting is installed throughout the building and this will continue to provide light in most areas in the event of a power failure. Emergency lighting is also installed outside the building close to the exits, and this will provide limited external lighting should an evacuation be required. In the event of a power failure affecting just part of the building, you should contact a member of staff on the premises, or the Hall Caretaker using the emergency telephone number which is displayed prominently on all the noticeboards throughout the building. **Do not attempt to rectify the problem yourself.** Please remember that although the lighting may have failed in a particular area, socket outlets could still be 'live' and, consequently, kettles, urns, etc., could remain hot. **PLEASE BE CAREFUL.**

### Accidents and Medical Emergencies

**First Aid Boxes** are located in the kitchen and foyer. Accidents and dangerous incidents must be reported to Hall Management within 24 hours. If a member of staff is not available, details must be entered in the Accident Book which is located in the foyer. A **defibrillator** is located outside the front entrance and contains full instructions for use.

### Other Safety Considerations

- A range of cooking and water heating equipment is provided, and care should be exercised both when it is being used and afterwards, when it will remain hot. Please ensure that all appliances are switched off after use.
- Hot water supplied to the kitchen and toilets could be very hot, and great care should be taken.
- Children should be closely supervised at all times, and should not be permitted to enter the kitchen.
- Use of the stage is restricted, and it must not be used as an extension to the Main Hall floor area.
- The stairlift must only be operated by suitably trained persons, and children must not be allowed to play on it.